

MINUTES OF THE
EAST COVENTRY TOWNSHIP BOARD OF SUPERVISORS
WORKSHOP MEETING HELD ON NOVEMBER 21, 2005
(Approved December 12, 2005)

The Board of Supervisors held their Workshop Meeting on Monday, November 21, 2005. Present for the meeting were supervisors Robert F. Preston, David K. Leinbach, John Doering, Jr. and Timothy Roland. Also, in attendance was Mr. John A. Koury, Jr., Township Solicitor. Mr. Preston called the meeting to order at 7:00 p.m.

1. MINUTES

Minutes of the November 7, 2005 Monthly Meeting

Mr. Roland moved to approve the minutes of the November 7, 2005 monthly meeting as amended. Mr. Doering seconded the motion. The motion carried unanimously.

Amendments being under subheading, Sewer Study, rewrite the second paragraph, under the same subheading, next paragraph note that materials are to be submitted to the Board of Supervisors also, in the next paragraph change 'charged' to 'charges', under subheading, Additional Items Brought Before the Board, in the last paragraph note that the motion failed with a 3-2 vote, in the third paragraph note that the sewer system safety equipment charges will be in 2006, under subheading, Hunting, expand on the material.

2. PUBLIC COMMENTS

3. OTHER BUSINESS

Maack Property

Mr. Leinbach moved to award the lease of the Maack property to Steve Ussler for \$1,009 for 2006, \$1,009 for 2007, \$1,009 for 2008, \$1,100 for 2009 and \$1,100 for 2010, contingent upon the completeness of the bid package. Mr. Doering seconded the motion. The motion carried unanimously.

4. DISCUSSION ITEMS

Confined Space Entry Policy

There was brief discussion regarding the confined space entry policy.

Mr. Preston noted the confined space entry policy should be adopted but he would prefer outside contractors be hired for confined space entry. Mr. Leinbach noted concerns of the expense of buying equipment if outside contractor are doing the work but agreed to contract out the maintenance but retain the retrieval system.

Mr. Doering suggested minimizing the entry of confined space by township employees and such verbiage should be included in the policies.

Mr. Preston moved to adopt the standard operating guidelines for confined space entry as discussed with the necessary modifications to include the minimization of township employee entry of confined space. Mr. Doering seconded the motion. The motion carried unanimously.

Mr. Doering moved to authorize the Township Engineer and Solicitor to draw up specifications for contracted maintenance services not to exceed fees of \$7,000.00, chargeable to the sewer fund. Mr. Roland seconded the motion. The motion carried unanimously.

2006 Budget

There was a review of the 2006 draft budget. Requested changes were:

General Fund

Line Item	Remark	Amount
301.400 Real Estate Delinquent	Increase Line Item	From \$2,500 to \$4,000
301.600 Real Estate Interim	Increase Line Item	From \$7,000 to \$8,000
357.070 Ellis Woods Park Grant	Increase Line Item	From \$0 to \$255,000
358.010 Other Share Fire	Increase Line Item	From \$5,000 to \$10,000
361.320 Fees – Eng Review	Increase Line Item	From \$250,000 to \$400,000
361.321 Fees – Planner Review	Increase Line Item	From \$15,000 to \$25,000
361.500 Reim Phase II Sewer	Increase Line Item	From \$133,000 to \$150,000
361.520 Sale Twp. Documents	Increase Line Item	From \$1,750 to \$2,000
401.251 Vehicle Repair	Increase Line Item	From \$800 to \$1,000
402.311 Auditor Svcs.	Increase Line Item	From \$8,500 to \$10,000
408.301 Eng Svcs. Reimbursable	Increase Line Item	From \$250,000 to \$400,000
408.313 Eng Svcs. Non-Reim	Increase Line Item	From \$20,000 to \$55,000
408.313 Phase II Sewer Svcs.	Increase Line Item	From \$83,000 to \$100,000
410.742 Exelon Equip Grant	Increase Line Item	From \$0 to \$1,500
410.750 Police Software	Decrease Line Item	From \$18,000 to \$9,000
414.140 Salary Zoning Board	Increase Line Item	From \$800 to \$1,500
414.452 Consultant Trans Impr.	Increase Line Item	From \$5,000 to \$15,000
454.371 Ellis Woods Park Increase	Line Item	From \$75,000 to \$255,000
481.300 Capital Reserve Alloca	Increase Line Item	From \$0 to \$10,000

Sanitary Sewer Fund

Line Item	Remark	Amount
364.110 Tapping Fees	Increase Line Item	From \$10,000 to \$75,000
364.120 Sewer Use Fees	Increase Line Item	From \$115,840 to \$147,200
429.310 Eng & Legal Fees	Increase Line Item	From \$0 to \$10,000
429.370 On-Lot System Maint.	Increase Line Item	From \$0 to \$500
440.200 Tapping Fees to HBG	Increase Line Item	From \$0 to \$33,000
470.100 \$1 Mil Loan Interest	Increase Line Item	From \$0 to \$3,000
470.200 \$1 Mil Loan Principal	Increase Line Item	From \$0 to \$2,000

Traffic Impact Fee Fund

Line Item	Remark	Amount
433.100 Traffic Signals Design	Decrease Line Item	From \$55,000 to \$13,000
440.000 Legal & Professional	Increase Line Item	From \$0 to \$10,000

The Board of Supervisors requested the Fricks Locks license agreement be cancelled.

Mr. Doering requested budget definitions. Budget adoption will be advertised for the December 19, 2005 workshop meeting.

5. PAYMENT OF BILLS

Mr. Leinbach moved to approve payment of bills as presented. Mr. Doering seconded the motion. The motion carried unanimously.

6. ADDITIONAL ITEMS BROUGHT BEFORE THE BOARD

Mr. Leinbach moved to authorize McMahon Associates, Inc. to perform the work listed under Option 1 of their November 11, 2005 letter for a fee of \$3,600.00. Mr. Roland seconded the motion. The motion carried unanimously.

7. ADJOURNMENT

Mr. Leinbach moved to adjourn the workshop meeting at 9:45 p.m. Mr. Roland seconded the motion. The motion carried unanimously.

Respectfully submitted,

David K. Leinbach
Township Secretary